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<http://westlinnoregon.gov>

COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, September 12, 2017

5:30 p.m. - Meeting –Bolton Conference Room

Present: Karie Oakes, Bob Martin, Emily Smith, Russ Axelrod and Gary Walvatne.
Citizens Present: Pam Yokubaitis and Madeline Van Brunt.
Staff Present: John Boyd

1) Call to Order

Meeting called to order at 5:35 p.m. Chair Tucker and Ken Pryor were absent.

2) Approval of the August 29, 2017 and September 5, 2017 meeting notes:

Member Walvatne moved to approve the meeting notes for August 29, 2017. Member Smith seconded. Motion passed (Member Axelrod abstained).

Member Axelrod moved to approve the meeting notes for September 5, 2017 Member Smith seconded. Motion passed (Member Martin abstained).

3) Citizen Comments

Pam Yokubaitis – comments/recommendations on citizen involvement.

Pam Yokubaitis introduced her three page document entitled “The Citizens’ Perspective” and discussed the contents. The information was provided to the members present and is posted on the city website.

Following the presentation there was a discussion on the topic. Madeline Van Brunt spoke of her Neighborhood Association (Rosemont Summit) and in consideration of the article, suggested all NA presidents should receive this information. Member Martin spoke on the points in the executive summary of the report. He noted the CCI has been developing a process to resolve problems. He informed the group how changes to the community development code are important to set new or revised local law that will be followed by developers. He explained his support of education and outreach efforts and illustrated how the process to change CDC code begins with CDC 98.035. This section contains a process for Council to initiate a working group to consider the development of new or revised code.

Member Axelrod asked questions related to the memo and noted that Pam Yokubaitis was a citizen attending meetings but had not been appointed to the CCI. He explained the composition of the CCI and which groups were represented. Also discussed was the role of council in the formation of committees. Vice Chair Oakes thought the mission statement would be a good idea. She also suggested the CCI should consider the document "Imagine West Linn" in future meetings. Member Axelrod spoke to the mission statements for the departments within the city. For the Planning Department he explained that the mission statement could be considered the Comprehensive Plan but thought it was best for planning to have a short mission statement. He suggested those departments that do not have a statement should be asked to develop one.

Member Martin suggested that the creation of mission statements did not need to go through the CCI process and would be suggested as a proposed action to the City Manager. Member Martin continued and reviewed the "Citizens Perspective" and provided some feedback on core issues: land use law, local community development code, providing understandable code for review of projects. Member Martin noted moving forward the city anticipates infill development and found it important to consider the impact of regulation on all types of development. A review of the development process was discussed, including how a project moves through the land use process. The CCI members noted that the process has discussed citizen feedback earlier in the review process. There was an extensive discussion regarding the pre-application meeting, citizen input and assisting the developer understand issues presented by citizens at these meetings.

Members Axelrod and Martin suggested providing NA Plan summaries to developers at the pre-application conference to assist them in better understanding the local issues. Member Walvatne discussed that projects evolve through the planning process. At the start of the process the design is at an introductory phase (30% completeness) and continues to evolve as the project moves through the applicant and review phases. It will be 100% complete before the building permit review.

Member Martin concluded with comments on the presentation "Citizens Perspective" related to the criteria and explained the hearings process reviews criteria and isn't considered a burden on the public. They discussed the information required for review in the code and submitted with applications for review by decision makers. The CCI noted the work under review by the committee is not the solution, it is in problem identification and several recommendations.

4) Recommendations for a working group to update commercial/mixed use code.

Vice Chair Oakes noted the summaries in the memos. Member Axelrod spoke to the September 5, 2017, summary and added two at large representatives, a member of the local building community or commercial realty community. He asked that those additions be provided on an updated draft memo. Staff Boyd agreed to update the September 5, 2017, memo and provide it to members along with a copy of the meeting notes. Vice Chair Oakes asked to add a consideration of residential uses in this area. The CCI discussed the new language in CDC 98.035 and how to transmit the information to Council. Member Martin and Member Axelrod suggested those uses already zoned for types of commercial uses should be limited in the review. The focus will be to review the list of uses and consider if they are adequate. Member Axelrod volunteered to work with John Morgan or John Williams to review draft goals and a purpose statement for the next meeting.

The CCI reviewed the upcoming agenda: reviewing meeting notes for approval, continue the discussion for the commercial task force and the last item is the discussion of the continued problem identification and action summary.

5) Planning Process Review: Continuation of Problem Identification and Action Topics Summary discussion

Discussion on this item was deferred to the meeting on September 19, 2017.

6) Member Comments

There were none.

7) Adjourn

Meeting adjourned at 7:10 p.m. The next meeting is September 19, 2017.